



EMPLOYEE MOTIVATION AND RETENTION

INSTITUTE FOR PROFESSIONAL AND EXECUTIVE DEVELOPMENT

United Kingdom

UNIT SPECIFICATION

www.iped-uk.com

Unit Title

Employee Motivation and Retention

Credit value

The credit value for this unit is 30

30 credits equivalent to 300 hours of teaching and learning
(10 hours is equivalent to 1 credit)

Guided learning hours (GLH) = 50 hours

GLH includes lectures, tutorials and supervised study. This may vary to suit the needs and requirements of the learner and/or the approved centre of study.

Directed learning = 50 hours: This includes advance reading and preparation, group study, and undertaking research tasks.

Self-managed learning = 200 hours: This includes completing assignments and working through the core and additional reading texts. It also includes personal research reading via other physical and/or electronic resources.

Learning outcome Learner will:	Assessment criteria Learner can:
1.0 Understand the nature and relevance of motivation	1.1 Examine the process and content theories of motivation 1.1.1 Give an account on the following theories of motivation: <ul style="list-style-type: none"> - Expectancy theory - Maslow's theory of motivation - Herzberg's 2 factor theory - Goal theory - ERG theory of motivation - McGregor's Theory X and Theory Y - McClelland's theory of motivation - Equity theory 1.1.2 Evaluate the importance of knowledge of motivation theories to the manager 1.2 Discuss the HR manager's role in motivating employees 1.3 Discuss the advantages of employee motivation 1.4 Evaluate the strategies that can be used in employee motivation
2.0 Understand the nature of reward management	2.1 Explain what is meant by a reward 2.2 Examine the categories of reward (i.e. individual, transactional, relational, communal) 2.3 Explore the objectives employers and employees have in reward strategies 2.4 Explore the principal mechanisms for determining base day (such as external market comparison, internal labour mechanism, job evaluation, collective bargaining) 2.5 Examine the elements of payment (i.e. basic rate, plussage, benefits, premia, incentive, bonus)

<p>3.0 Understand strategic issues in employee retention</p>	<p>2.6 Examine the nature of pay by results schemes, performance related pay, skills based pay and profit sharing schemes</p> <p>3.1 Explain what is meant by employee retention</p> <p>3.2 Evaluate the positive and negative impacts of staff turnover</p> <p>3.3 Examine the categories of the main reasons why employees exit an organization (i.e. outside factors, functional turnover, push factors and pull factors)</p> <p>3.4 Explain the meaning of costing and evaluate the benefits of costing to the organization</p> <p>3.5 Discuss staff retention strategies that may be used in an organization (e.g. pay, managing expectations, induction, family-friendly HR practices, training and development, improving the quality of line management)</p> <p>3.6 Examine the initiatives that can be used by employers to retain staff</p>
--	---

Recommended learning resources

<p>Indicative reading</p>	<p>Torrington et al 2008. Human Resource Management 7th Edition: Pearson Education Limited, England. ISBN 978-0-273-71075-2</p> <p>Bratton and Gold 2007. Human Resource Management, Theory and Practice 4th Edition: McMillan, US. ISBN 978-0-230-00174-9</p> <p><u>Further reading</u> Charles Leatherbarrow et al 2010. Introduction to Human Resource Management, a Guide to HR in practice: CIPD ISBN: 978-1843982586</p> <p>Sarah Gilmore et al 2009. Human resource Management: OUP Oxford ISBN: 978-0199539376</p>
<p>Learning Aid</p>	<ul style="list-style-type: none"> • A comprehensive IPED study material is available to aid in learning and research of this unit. • We supply IPED course materials free of charge. Our study materials, which offer quick learning start, are comprehensive, use simple English, and are easy to read and understand. The contents are so sufficient and self-explanatory; that in majority of cases readers do not require further support; although support is always available when you need it.